



Dear Potential Applicant,

Thank you for your interest in applying for a summer staff position with the Taconic Retreat Center! Please know that in considering applicants our focus is on the character, heart and passion for ministry. This letter is intended to explain the logistics of the hiring process and your responsibilities therein.

Taconic Retreat Center was founded in 1966 as a Christian Camp and Retreat Center. Taconic has a long history of offering rest and retreat to those who have been here. In a broad stroke, the summer staff facilitate programming, serve meals, and are a support system for those who join us for the summer. We are looking for highly motivated people with well developed relational skills, hands on leadership experience and a willingness to serve. Taconic not only provides our staff with a unique working environment, but also a unique living environment. It is very important to us that you live and work in an open, honest and loving Christian community. This community will challenge you to pursue Christ and grow closer to Him in ways you have never even dreamed of.

In order to be hired as a Taconic summer staff member you must be:

- 1) A high school graduate and at least 18 years old by July 1, 2019
- 2) Available for staff training, starting on June 17th, 2019 (Lifeguards must be available for lifeguard training)
- 3) Available to serve on staff for one or both summer sessions: June 22nd-July 26th & July 14th- August 18th
- 4) Committed to reading all preparation materials we send you

The application process has two stages. In the first stage you must fill out and return the application to the Taconic Retreat Center office by April 30th, 2019. This includes the complete and well thought out answers to the personal questions. We are expecting a large number of applicants this year so meeting deadlines is necessary. Please contact us if you have any questions or special exceptions. In addition, it is your responsibility to have two people complete the reference form and return it by April 30th, 2019. These references may not be family members and must include a previous employer and either a pastor, youth leader, or campus minister. NOTE: If you were on summer staff in the past four years, you do not need to have these references filled out.

After careful consideration of your application, we may contact you for an interview. We strongly prefer to interview you in person; however, we understand that travel may not fit reasonably in your schedule or budget. As an alternative, we offer the opportunity for a phone or Skype interview. We will conduct interviews in May, with the hope to make our final hiring decisions by June 1st, 2019. If at any time during the process, you settle on other plans for the summer, or decide that Taconic summer staff is not for you, please let us know immediately.

Our commitment to you is that we will put every decision fully before the Lord. So please do the same as you consider applying. We appreciate your willingness, time and effort in coming even this far. If at any time you have questions or concerns, please call or email us at (845)758-8764 or sarah@taconicretreat.org. We look forward to getting to know you!

In Him,
Taconic Retreat Center Staff



Summer Staff Job Descriptions:

General Program Staff (3 per session)- Responsibilities includes instructing and leading guests in adventure activities such as low ropes, high ropes and team building, general programming (ie water games or day camp activities), service projects, supporting the food service and housekeeping staffs, as well as general camp cleaning. Program staff will work with guests regularly and are expected to interact with them in a respectful, Christian manner.

Lead Program Staff (2 per session)- Responsibilities include all those listed under general program staff as well as, management and team leadership of the program staff, serve as an RA for their staff dorm, and help the leadership team to plan/run worship and community life events. (We are looking for one male and one female lead per session, as we will have separate housing for male and female staff).

Lifeguard/Program Staff (2 per session)- Responsibilities includes being a lifeguard for both boating and swimming, instructing and leading guests in adventure activities such as low ropes, high ropes and team building, general programming (ie water games or day camp activities), service projects, supporting the food service and housekeeping staffs, as well as general camp cleaning. Program staff will work with guests regularly and are expected to interact with them in a respectful, Christian manner. Pre-certification is not required, but welcomed. If you are not already a certified lifeguard, you must be able to attend our lifeguard training before staff training to work in this position.

Food Service (1 per session)- Responsibilities include working at least 2 meal shifts per day, helping to prep for meals, supporting the chef, serving meals to the guests, and cleaning the kitchen and dining hall after each meal.

Maintenance(1 per session)- Responsibilities include working with the Buildings and Grounds staff to maintain our 220 acres as well as the buildings on campus. General maintenance skill and knowledge welcomed, but not required.

When applying for summer staff with Taconic, please understand that you may be considered for all positions that you are qualified for. The quality of the summer staff as a whole will be our priority. Summers at Taconic are very fast paced and we are looking for a summer staff that is willing to not only do the job they are hired for, but be willing to step up and help others on the staff that may need it.

Please check which position you would like to be considered for:

General Program

Lead Program

Lifeguard/Program

Food Service

Maintenance



1. Personal Information:

First Name: _____ MI: ___ Last Name: _____ Gender (please circle): Male / Female

Preferred Name: _____ Cell Phone: _____ Date of Birth (mm/dd/yyyy) ___/___/___

Address: _____ City: _____

State: _____ Zip code: _____ Home Phone: _____

Email Address: _____

2. Education:

High School: _____ Graduation Date: _____

College/University(if applicable): _____ Major: _____

Classification(please circle one): Freshman Sophomore Junior Senior

College/University Address: _____

City: _____ State: _____ Zip code: _____

3. Work Sessions:

Please check of which session(s) you are available to work at Taconic this summer (Note: Those who complete both sessions will receive a bonus at the end of the summer.) If you cannot commit to a whole session or want to commit to one session and part of another, please contact us to make those arrangements. Priority will be given to those who can commit to one or more sessions.

_____ Session 1: June 22nd-July 26th

_____ Session 2: July 14th- August 18th

4. Past Taconic Staff/Referral:

Are you a past Taconic staff member? YES / NO

If yes, which year(s) and what position(s) have you served on the Taconic staff? _____

How did you find out about job opportunities at Taconic? _____

5. Certifications:

Please check your current certifications (if any).

____ Child CPR Expires: _____ ____ Lifeguard Expires: _____

____ Adult CPR Expires: _____ ____ WSI Expires: _____

____ Basic First Aid Expires: _____ ____ Wilderness CPR Expires: _____



6. Activity Skills/Experience:

Please Rank all of the following skills and activities based on the numbering system below. Use the following ranking system:

1. Highly Skilled/Experienced: Experience at a high school varsity-level or college-level; could organize and instruct without assistance.
2. Moderately Skilled/Experienced: Some experience through participation; could assist with instruction.
3. No Experience: Desire to learn.
4. No Experience: Prefer not to work in this area.

_____ High/Low Ropes	_____ Landscaping	_____ Music/Worship
_____ Retail/Store	_____ Office Assistance	_____ Audio/Sound
_____ Photography/film	_____ Lifeguard	_____ Food Services
_____ Sports	_____ Boating	_____ Child Care

7. Church Affiliation:

Church you're currently attending: _____

Pastor: _____ Denomination: _____

Attended/Involved in since: _____ City: _____ State: _____

8. Legal Violations:

Have you ever been convicted of a crime? Please circle one: YES / NO

If yes, please explain: _____

9. Intentionality:

Please provide typed answers to the following questions on a separate piece of paper. Please read and answer all questions completely and thoughtfully. Limit yourself to four pages.

1. Why do you want to work for the Taconic Retreat Center?
2. Write a brief description of your Christian testimony.
3. Describe something you have learned about your faith and/or God recently.
4. How would you describe your walk with God this past year?
5. Within the past year, what kind of fellowship have you been involved in?
6. Describe your spiritual strengths and spiritual weaknesses.
7. In the context of working on a team, describe two of your relational strengths and weaknesses.
8. Explain how you relate to and work with authority.
9. How do you organize and manage time in balancing your different activities and responsibilities?
10. Explain your education and career goals in the next five years.

Returning staff members, please also answer the following questions.

1. Based on the feedback you received throughout the summer, from campers, other staff members, or



support staff OR from your own self-evaluation, specifically explain three things you will do differently in these areas:

- a. Attention to maintaining a healthy spiritual life
 - b. Management skills
 - c. Maintaining healthy relationships with fellow staff members
2. Based on your previous summer staff experience, identify ways in which you can improve your organization, proactivity, and spiritual leadership.
3. For each position you are applying for, explain why you desire that position.

10. Employment History:

Please List up to three past employers, assignments or volunteer activities, starting with the most recent.

Employer #1:

Company Name: _____ Phone: _____

Supervisor: _____ Dates of Employment: _____

Work Performed: _____

Address: _____

Employer #2 :

Company Name: _____ Phone: _____

Supervisor: _____ Dates of Employment: _____

Work Performed: _____

Address: _____

Employer #3:

Company Name: _____ Phone: _____

Supervisor: _____ Dates of Employment: _____

Work Performed: _____

Address: _____

If previously employed by another summer camp, please provide the following information:

Camp(s) & Location(s): _____

Position(s): _____

Date(s): _____



11. Verification:

I hereby authorize Taconic to contact all prior employers and any references provided here in the hiring process to verify all information related to my character and past work performance. I further hereby release all references and prior employers from any liability for information provided in good faith. I hereby affirm and acknowledge, by signing below that all of the information in this employment application is true and complete. If I move forward in the hiring process, I agree to sign a release form to have a background check run on my background.

I further understand that if I am offered a summer position at Taconic, I will carefully read the Taconic Staff Policy Manual and agree to follow these policies fully during my time on staff at Taconic. I understand that if hired I will be committing myself to a position of service, and that my actions should reflect my willingness to serve.

Applicant's Signature: _____ Date: _____

Print Name: _____

Parent/Guardian Signature (if under 18): _____ Date: _____

Taconic Retreat Center does not discriminate on the basis of race, age, sex, creed, national origin, or disability.